



City of Kingman, Arizona

Classification: Accountant
Department: Finance
Accountable To: Finance Administrator
Created/Revised Date: July 2015
FLSA Status: Non-Exempt **Salary Grade:** 209 **Band:** B **EEO4:** 3

GENERAL DESCRIPTION OF POSITION

Performs high level technical accounting work, provides technical support to other City staff in areas relating to the financial operations of the City, such as payables, cash receipts, accounts receivable, and improvement districts. Performs various accounting duties such as creating and posting entries to the general ledger, reconciling accounts and bank statements, preparing tax reports, preparing analyses of expenditures and revenues, and compiling financial reports. This position will work closely with other city personnel and outside agencies to ensure policies and procedures are being followed and will prepare information for auditors, administer grants, assist in budget development and implementation, and participate in special projects. Duties range from routine to the most complex of accounting projects and responsibilities requiring incumbents to take initiative, utilize judgement and critical thinking, and make decisions for the projects/processes for which they are assigned.

SUPERVISION RECEIVED

Works independently under the general supervision of the Finance Administrator - Accounting.

SUPERVISION EXERCISED

Provides technical accounting support to other finance department staff.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Reviews and participates in the work of the fiscal clerical staff engaged in the general accounting, accounts payable, purchasing, improvement districts, payroll, cash receipts, and financial reporting of the City.
- Reviews, prepares, and processes miscellaneous accounts receivables, related deposits, accounting, and financial reporting.
- Monitors and prepares billings and collection of payments for improvement district assessments. Prepares payoff quotes for improvement district assessments. Performs reconciliations of subsidiary improvement district ledgers with the general ledger accounts. Setup new special assessment districts, and maintain the assessment accounts. Prepare financial reports related to the improvement districts.
- Maintain daily cash balances, and perform monthly reconciliations of the City's bank accounts.
- Reviews general ledger accounts to ensure proper reporting of financial information in accordance with established accounting practices and rules.
- Perform reconciliations of various other general ledger accounts, including accounts payable, payroll liabilities, grant accounts, and various other accounts.
- Prepares various adjusting journal entries as required.
- Prepares and submits financial reports from data compiled from ledgers.
- Researches, audits, analyzes, presents findings and/or makes recommendations to improve processes or systems.
- Ensures compliance requirements in work assignments and responsibilities are met for financial reporting and are presented in accordance to established accounting standards set by GAAP and GASB. Ensures data integrity and accuracy.

- Prepares workpapers and assists external auditors on the annual financial audit.
- Maintain files and ledgers as required.
- Perform other duties as required.
- Provides excellent customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance and punctuality is an essential function of this job to ensure continuity.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

PERIPHERAL DUTIES

- Writes letters, memos, and reports to effectively communicate information to users both in City departments and to outside users.
- May serve as a member of various employee committees. May also provide support information and attend meetings of other City committees, boards, and commissions.
- Provides back-up to other related positions.
- Performs special assignments as requested.

WORK CONTACTS

- Have frequent contact with other City departments to provide and obtain information relating to cash receipts and purchases.
- Have frequent contact with Title Company personnel and other agencies relating to questions and payoff information for special improvement districts.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- College education in accounting, finance, or a closely related field, preferably with a bachelor degree.
- Two to three (2-3) years experience in accounting preferably with a municipality or other governmental setting.
- OR any combination of education and significant experience sufficient to successfully perform the essential duties of the job such as those listed above.

Necessary Knowledge, Skills and Abilities:

Knowledge:

- Generally Accepted Accounting Principles and Auditing Standards.
- Double entry accounting theory, principles, and practices, accounting procedures and systems, including computer applications.
- Some experience and knowledge of governmental accounting, special improvement districts, grants, accounts payable, payroll, and cash receipts.
- Automated financial systems and spreadsheet software; Research methods.

Skills:

- Operating the listed tools and equipment.
- Utilizing a computer and relevant software applications.
- Reading and interpreting data, manuals and specifications.
- Assessing and prioritizing multiple tasks, projects and demands.
- Analyze and interpret fiscal and accounting records.
- Applying analysis and judgment in accomplishing diversified duties.
- Utilizing critical and independent thinking within the limits of policies, standards, and precedents.

Ability:

- Carry out assigned projects to their completion, with a minimum amount of supervision.
- Prepare and maintain complex financial reports, reports and documentation.
- Must be able to effectively communicate information and results clearly and concisely, both verbally and in writing.
- Perform reconciliations of the City's bank accounts, and reconcile and analyze other general ledger accounts.
- Conduct research.
- Coordinate fiscal activities; Interpret and apply applicable laws, codes, regulations and standards.
- Work within deadlines in order to complete assignments within a designated time period.
- Ability to work courteously and establish effective working relationships with the general public, other City departments, and co-workers.
- Produce written documents such as financial reports with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Demonstrate ability to maintain a high degree of organization, prioritization, coordination, and communication, with attention to detail and accuracy.
- Work independently and to complete daily activities according to work schedule.
- Participate in teamwork productively.
- Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity.

SPECIAL REQUIREMENTS

Valid Arizona Driver's License or ability to obtain within 6 months of hire. Ability to be bondable and may be required to become a notary public.

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of

personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:_____ **Date:**_____

Employee Printed Name:_____